

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR INSPECTOR ELECTRICAL		Date: 03/08/2000
Position Level: 9	FLSA Status: NONEXEMPT	Class Code: 9-33

GENERAL DESCRIPTION

Primary function is to review and inspect plans and specifications and ensure compliance with all applicable codes.

KEY RESPONSIBILITIES

1. *Handle inspection requests.
2. *Review plans for compliance.
3. *Research equipment for compliance in related electric and certification from testing agencies.
4. *Perform field inspections for compliance to code and permit.
5. Input inspections and results in computer
6. Determine permit cost from Plans and Monroe County Code.
7. Issue "stop work orders" for non-conformance.
8. Investigate complaints and coordinate w/Code Enforcement.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations with a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work required occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Must possess either a Standard Electrical Inspector License issued by the State of Florida for Commercial and Residential or an Electrical Contractor's License with the ability to obtain the Standard Electrical Inspector License within one year of employment.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

